

3. Student Affairs

Dean of Students

The Dean of Students Office represents students' needs to the University administration and faculty and communicates needs from these groups to the students. The staff are primary advocates for students.

Among the staff's responsibilities are the overall coordination of new student orientation programs, honors convocation, commuter student services, student leaves of absence, disciplinary investigation and campus commencement. Students should view the Dean of Students Office as a primary resource for assistance.

Michelle McCroy Heins, MA, Dean of Students

Nestor Melendez, MS, Assistant Dean of Students

S. Craig Mourton, MPS, Assistant Dean of Students for Campus Community Development

Samita Mezger MEd, Director of Judicial Affairs and Special Projects

Lois Smart, Administrative Assistant

Location: 867 SUB Lane

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2190

New Student Orientation Mission

The mission of Fairleigh Dickinson University's New Student Orientation Program is to facilitate the successful academic and personal transition of new students and their families into the FDU community. Through placement tests, advisement, registration and interaction with orientation leaders, new students are able to learn expectations, gain knowledge of the campus and its resources and seek support. We strive to make new students and family members feel welcomed, appreciated and excited about attending this University.

Campus Ministry

The objective of the campus ministry program is threefold: to advocate for the spiritual wellness of the University community; to provide for the coordination of formal and informal religious services for a diverse student, faculty, staff and administrative community; and to coordinate all religious activities on campus including, but not limited to, the education of the University community about various religious and cultural heritages.

As members of the division of student affairs, the chaplains are available for consultation on all matters. Working with colleagues in the division, the chaplains facilitate students' continued spiritual wellness at the University.

Rev. Kevin Murphy, MA, MDiv., Catholic Chaplain

Rabbi Ely Allen, BA, Jewish Chaplain

Rev. James Om, MDiv, Protestant Chaplain

Rev. Kenneth Vanderwall, BD, Protestant/Christian Fellowship Chaplain

Rev. Jacob Yohannon, Protestant/Presbyterian Chaplain

Imam Mostafar Elfar, MA, Muslim Chaplain

Location: Interfaith Chapel, 842 River Road

Hours: Monday–Friday, 9 a.m.–4 p.m.

Tuesday Evening, 7–9 p.m.

Saturday, Sunday and weekdays, Announced Services

Phone: Catholic Campus Ministry, (201) 692-2570

Islamic Campus Ministry, (201) 692-2406

Jewish Campus Ministry, (201) 692-2766

Protestant Campus Ministry/Christian

Fellowship, (201) 692-2767

Residence Life

The Office of Residence Life is responsible for all aspects of on-campus living. The major thrust of this office is to support the academic mission of the University by providing on-campus housing emphasizing an environment that fosters the total growth of individual students. To enhance this experience, resident assistants are assigned to each complex for advice and assistance. They are available to help students in matters pertaining to on-campus living. For more information, please refer to the section on Residence Life in this handbook.

Ruben Flores, MEd, Director

Location: Student Union Building, 860 SUB Lane

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2250

E-mail: reslife@fdu.edu

Student Life

As the center of campus community life, the Office of Student Life is an integral part of the educational mission of Fairleigh Dickinson University, Metropolitan Campus. By offering a variety of programs, services and facilities that meet the needs of the FDU community, the office recreates an environment for individuals to interact and learn from one another. It also provides opportunities for student, faculty and staff involvement in campus life.

The Office of Student Life, a student-center, values participatory decision-making, self-directed activity and an open exchange of ideas. Through service to the campus community in volunteerism, committees and student-employment opportunities, the office fosters interactive and developmental experiences in leadership and social responsibility. Furthermore, it enhances the students' academic experience through an extensive array of cultural, educational, recreational, social and leadership programs — thus developing well-rounded, confident citizens of the world.

The Office of Student Life honors individuality and values diversity. It provides opportunities to celebrate traditions that will shape the University's future. The office is committed to fostering a community that cultivates dedication and pride in the University community.

The Office of Student Life is responsible for student activities, the Student Programming Board, student clubs and organizations, the Knight Club, Greek Life, multicultural programs and management of the Student Union Building.

S. Craig Mourton, MPS, Assistant Dean of Students for Campus Community Development

Wendy Hager, Assistant to the Director

Jackie Ruzich, Budget/Operations Coordinator

Childerick Barthelus, BA, Assistant Director, Student Life for Operations

Jessica Harris, MEd, Assistant Director, Student Life for Programming

Location: Student Union Building, Main Level

Hours: Monday–Friday, 9 a.m.–5 p.m.

Phone: (201) 692-2231

Student Union Building

The Student Union Building includes the Office of Student Life, Student Health Services, the Knight Club and the Multipurpose Room, all located on the main floor. Student organization offices (*The Equinox*, *Militis*, the Multi-cultural Council and Student Organizations Office and 92Q-FM Radio Station), the Rutherford Room, Metro Lounge and student mailboxes are located on the lower level of the Student Union Building. The Dining Hall is located on the third floor of the building.

The Knight Club is a recreational facility that currently houses board games, pool tables, a ping-pong table, seating areas for conversation and studying and a large-screen projection DVD/VCR system with cable television. The club is host to a wide variety of programs that are presented for the University community to enjoy. Events include music, interactive entertainment, films and movies, speakers and much more. Gourmet Dining Services operates the Knight Owl Coffee Spot in the Knight Club. The Kron Lounge,

Metro Lounge and Student Union Building Conference Room are available for meetings and small events. The Rutherford Room and the Multipurpose Room may be reserved for lectures and special dining events.

Resident student mailboxes, with the exception of Northpointe residents' mailboxes, are located on the lower level of the Student Union Building. Every resident student is required to have a mailbox. Packages must be picked up during the hours of operation.

Mailboxes for student clubs and organizations are housed at the Information Desk on the main level of the Student Union Building.

Student Union Hours

Student Union:

Monday–Thursday, 7:15 a.m.–midnight

Friday, 7:15 a.m.–1 a.m.

Saturday, 10 a.m.–1 a.m.

Sunday, 10 a.m.–midnight

Information Desk:

Monday–Friday, 11 a.m.–midnight

Ticket sales start at 11 a.m.

Saturday, Sunday, 1 p.m.–midnight

Ticket sales start at 1 p.m.

Knight Club:

Sunday–Thursday, 1 p.m.–midnight

Friday–Saturday, 1 p.m.–1 a.m.

Metro Lounge:

Monday–Friday, 1–11 p.m.

Saturday–Sunday, 2–11 p.m.

Student Mailroom:

Monday–Friday, 10 a.m.–2 p.m.

Student Organization Resource Center

Monday–Friday, noon–8 p.m.

Student Involvement

Student organizations, with the Student Government Association (SGA) acting as an overall governance body, plan social and educational activities for students. The SGA represents the student body by collaborating with the faculty and administration and by offering considered student opinion as an aid in developing curricular and cocurricular policies for the University.

Participation in well-planned social functions is encouraged as an important part of the student's development. The social program is varied and includes comedy shows, barbecues, concerts, lectures, theater excursions and visits to the many interesting attractions in the metropolitan New York/New Jersey area. The following traditions are honored: Welcome Week, Welcome Back Week, Alcohol Awareness, Latin Heritage Month, AIDS Awareness, Holiday celebrations, Black History Month, Women's Awareness/History Month, Multi-cultural Week, Greek Week and SpringFest.

Fraternities and sororities play a vital role in the social and service life of students at the University. Greek organizations contribute to leadership development and to the charitable and community-service efforts of the University. All fraternities and sororities are nationally recognized and are governed by campus interfraternity and sorority councils.

Student publications include the campus newspaper, *The Equinox*; a literary society and magazine, *Knightsapes*; and a yearbook, *Militis*. Students develop, coordinate and edit each publication.

Student Clubs and Organizations

The Office of Student Life advises a diverse group of student clubs and organizations. These organizations are open to all Metropolitan Campus students.

Refer to the *Student Organization Guide Book* and the Greek Life pamphlet for a list of student clubs and organizations.

General Regulations Governing All Clubs and Organizations

All organizations, including those with national affiliations, fraternities and sororities, are subject to University policies, regulations and guidelines as outlined in this book, the *FDU Student Handbook and Planner* and in the *FDU Student Organizations Handbook*, which can be obtained from the Office of Student Life.

1. Registration of an organization by the University implies neither approval nor disapproval of the aims, objectives and policies of the organization.
2. Each organization is responsible for the behavior of its members at all times when they are acting under the auspices of the group.
3. Neither the organization nor its representatives may violate federal, state or local laws during activities/functions.
4. Students and student organizations and clubs are strictly prohibited from using BBQ (barbecue) grills on campus. Grilling is only permissible when done through Gourmet Dining Food Services or by reserving use of the Campus Ministries Grill, for all programs and/or events. Open flames are not allowed anywhere on campus grounds.
5. Any organization (or individual on behalf of an organization) that engages in illegal activities on or off campus will have sanctions imposed against it (him/her) by the dean of students by means of the Campus Standards process or by the Office of Student Life. Any such organization or person also is liable to action by external sources.
6. Organizations are required to comply with the University Policies as outlined in the *FDU Student Handbook and Planner* and the *FDU Student Organizations Handbook* relating to events, including but not limited to location, start time, end time, consumption of alcoholic beverages, guests and supervision. Violation of these policies leaves the sponsoring student organization and its officers open to sanctions imposed by the Office of Student Life and the Dean of Students Office.

Sanctions will be determined by these offices and may include but are not limited to probation, temporary suspension, permanent suspension/loss of recognition, community service, suspension from use of University facilities or other sanctions as determined by the Office of Student Life and/or the Dean of Students Office.

7. Each organization is subject to rules, regulations and/or procedures established by the appropriate governing boards (e.g., Multi-cultural Council, Student Government Association, Committee on Greek Affairs, Inter-club Council, etc.).
8. The organization must not demonstrate any dangerous practices or violent behaviors that are detrimental or injurious to students or members of the campus community. Any disruption of the educational purpose of the institution cannot and will not be permitted.

Dangerous, violent or disruptive behaviors, which can be injurious to the health, safety and general welfare of the general community, include:

- a. Actions which adversely impact the academic, cocurricular or vocational pursuits of students;
 - b. Actions which remove students by pressure or force from the campus for extended periods;
 - c. Actions which adversely impact the financial status or conditions of the student;
 - d. Engaging in false or deceptive promotions or advertising concerning a group or its activities;
 - e. Intruding by visit, phone call, fax, mail or e-mail into residence halls or other areas in which students should reasonably expect privacy;
 - f. The use of nonstudents or others unrelated to the University experience who pose as students for the sake of solicitation;
 - g. Seeking to force or coerce, either physically or emotionally, membership into a group.
9. All new fraternity and sorority members, postulants, pledges, etc., must meet with the director of student life before they begin their intake process and sign a pledge registration form. In addition, all frater-

nities and sororities must complete a new member education packet, available in the Office of Student Life, before beginning an intake process.

10. The Office of Student Life must approve all organizations' contractual agreements and/or financial transactions. No student or student organization is authorized to sign contracts for any service or entertainment booking at any time, for any reason. Only the director of student life or his/her designee, is authorized to sign contracts on behalf of student organizations.

11. Membership in all University student organizations shall be open to any undergraduate student member of the University community who is willing to subscribe to the stated aims and meet the stated criteria and obligations of the organization. Student members must have at least a minimum grade point ratio (GPR) of 2.00, and executive board members must have at least a 2.50 GPR.

Discrimination on the basis of color, creed, age, handicap, national origin, race, gender or sexual orientation is prohibited. Please note: Most social fraternities and sororities are exempt from the provisions of "Title IX Regulations Prohibiting Sex Discrimination in Higher Education." Local fraternities and sororities as well as auxiliary groups (little sisters and brothers, interest groups, etc.) are not permitted at the University.

12. A current constitution and bylaws and a current roster of officers, general members and adviser(s), including phone numbers, e-mails and addresses, must be submitted each semester to the Office of Student Life in order to maintain a registered status and have access to student-activity funds and University facilities.

13. Please refer to University rules regulating organizations and their contacts with members of the University community, among which are those relating to posting, vending, sales and services policy and procedures, for further clarification relating to religious groups on campus.

14. All fraternities and sororities are required to provide evidence in the form of a Certificate of Insurance that they maintain general liability insurance in an amount of not less than \$1 million each occurrence. Additionally, Fairleigh Dickinson University must be added as an additional insured under the Greek organization's general liability insurance policy.

Solicitation Policy Regarding Off-campus Organizations

The following policy is designed to provide opportunities for off-campus organizations, both nonprofit and for profit, to have access to the campus in a manner that is least disruptive to the academic and social climate of Fairleigh Dickinson University's Metropolitan Campus.

1. The Office of Student Life reserves tables for off-campus vendors for the charge of \$40.00 per day. Vendors are prohibited from offering the following:

- Credit card sign ups;
- Cell phone plans or phones;
- Drug and alcohol paraphernalia, including clothing; and
- CDs, DVDs and other media that have been copied in violation of copyright laws.

2. All off-campus vendors who reserve a table must remain at the table and cannot solicit students in the lobby of the Student Union Building, dining hall or elsewhere on campus.

3. All requests by off-campus religious, political or activist organizations to set up a table or present a program on campus must come through the Office of Student Life in the form of a written e-mail that explains the organization's mission and provides any additional information such as Web sites. The director of student life will then forward this e-mail to all student organization presidents to ascertain if there is interest from the organizations to bring the off-campus entity to campus. The Office of Student Life will not provide off-campus organizations with the e-mail list. The director of student life will ask interested organizations to reply directly to the off-campus entity and will request to be copied on correspondence to keep the office informed.

4. Once the student organization has decided to host the off-campus entity, it will follow standard room reservation and/or table-reservation procedures. Off-campus entities must remain at the reserved table and/or in the reserved room and cannot solicit students elsewhere on campus.

Failure to abide by the above policy will result in the off-campus entity being banned from campus.

Policy for Activities and Behavior of Religious Groups on Campus

Fairleigh Dickinson University, a private, nonsectarian institution, supports spiritual wellness and, in doing so, affirms the rights of the campus community to practice religion as a matter of individual conscience and choice without coercion. In so doing, the University seeks to accommodate the pluralistic nature of religious practices among members of the campus community. The University reserves the right to regulate the time, place and manner of any activity on its premises or under its auspices and to enforce its rules on individuals and organizations.

1. When a religious group, or any group, seeks to organize on campus, its student members must first initiate the process and register to be recognized by the Office of Student Life and the Student Government Association in accordance with policies and procedures outlined herein. Every group must submit a constitution and bylaws stating the requirements for membership and the general purpose and goal of the organization. An adviser from the campus community (faculty, staff or administrator) must be selected by the group. In addition, new organizations should describe how their existence will constitute a useful addition to the campus community.

2. All student organizations are subject to University regulations, policies and guidelines as outlined in this *Student Handbook and Planner* and the *FDU Student Organizations Handbook*. Please refer to General University Regulations Governing All Clubs and Organizations.

3. For policies pertaining to profit/nonprofit religious, political and activist organizations, contact the Office of Student Life at 201-692-2231 or consult the University Web site (www.fdu.edu).

Organization-Member Initiation and Affiliation

Organization-member initiation and affiliation activities should be supportive of the goals and mission of the student organization and should foster the academic and personal development of incoming and existing members. Such activities must comply with all University policies and regulations. Hazing is dangerous, unnecessary and contrary to the educational mission of the University.

Fairleigh Dickinson University adheres to state, local and federal guidelines and laws in all matters. It has adopted a stance on hazing that is consistent with state prohibitions on hazing activities. Hazing is defined as:

1. Any action or situation that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of, or registered as an organization by, Fairleigh Dickinson University.

2. Such actions and situations include but are not limited to: **paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside the confines of the University, publicly wearing apparel that is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games, activities and performances, lineups and marches, late-work sessions that interfere with scholastic activities, any forced consumption of alcohol, water, drugs or any other substances and any other activities that are not consistent with ritual or policy or the regulations and policies of Fairleigh Dickinson University.**

If a student or organization is involved in a hazing incident, the parties involved will be referred to the University judicial process. Immediate and appropriate action will be taken.

Student Counseling and Psychological Services (S-CAPS)

Student Counseling and Psychological Services (S-CAPS) offers individual and group counseling for students seeking to work through personal problems. The counselors help students gain a greater understanding of themselves and their values, identify problems and attitudes that contribute to them, explore alternative courses of action and develop skills to cope with the problem(s).

Some Reasons for Counseling: Counseling can help with relationship issues; stress; anger; depression; confusion; concern for a friend or loved one; difficulty balancing college, work and family; multicultural demands; fear and anxiety; grief and loss; adjustment problems; feeling sad or lonely; trouble concentrating, studying or test taking; and concerns about alcohol or other drugs. Counselors can provide emotional support and help students to problem solve. Problems feel less overwhelming (and emotional confusion can lift) when fears, options and resources are shared.

Services Offered: Services are free to all currently enrolled Fairleigh Dickinson University students. This includes part-time, full-time, commuter, residential, undergraduate and graduate students.

Counseling: Individual counseling; group counseling; and referrals to other professionals/agencies are available.

Group Seminars and Workshops: S-CAPS offers a variety of seminars and workshops that include, but are not limited to, communications skills, relaxation techniques, substance-abuse education, anger management, test anxiety, values clarification, time management, personal growth, assertiveness, etc.

Substance-abuse Education: Educational presentations, programming, tutorials, initial assessments, brief interventions and referral service are available.

Self-help Library: A lending library of books is available for students including various mental health topics and many popular self-help titles.

Relaxation Room: The Relaxation Room contains self-help materials to assist students in developing their own personalized stress management program. In privacy and comfort students may watch videos, listen to cassettes or read books that can help them reduce stress and tension. Information on a variety of wellness and health-related topics is available for use in the lab.

Meditation/Mindfulness Training: S-CAPS offers a meditation/mindfulness group that meets weekly throughout the year. Students learn various meditative and cognitive techniques to address stress and anxiety and bring calmness to their lives.

Student Advocacy: S-CAPS can serve as a student advocate and liaison to faculty, staff and administration as the situation warrants. Upon student request and with appropriate documentation, S-CAPS staff may notify professors and/or administrators regarding special needs/extenuating circumstances.

Training/Supervision: Training and supervision are offered to peer counselors, resident assistants, orientation leaders and other student leaders (i.e., student government).

Confidentiality: Counseling services are strictly confidential.

David Mednick, PsyD, Clinical Psychologist

Alice Mills, PhD, Clinical Psychologist

Kathleen Azzaro, MA, Psychological Counselor/Substance Abuse Educator

Charles Imbimbo, MSW, LSW, Psychological Counselor

Heidi Ison, MSW, LSW, Psychological Counselor

R. Diane Purnell, CMA, Medical Assistant for S-CAPS

Location: Student Counseling and Psychological Services House, 914 River Road

Hours: Monday–Friday, 9 a.m.–5 p.m., by appointment

Evening hours by appointment

Phone: (201) 692-2174

Student Health Services (SHS Metro)

SHS Metro's mission is to keep students well, provide them with care when they are ill and educate them to make informed decisions about their health and care.

A nurse practitioner and registered nurses who are board-certified in college health assist students with their health and wellness concerns.

As both a resource and a health clinic, SHS Metro provides students with information regarding available medical and health-related services. Programs on wellness and health are offered as part of the student learning experience. All students are welcome.

Health records are required for all matriculated undergraduate, graduate, full-time, part-time and transfer students. FDU's requirements for health records will vary according to the student's status. Records requested may include a medical history, physical examination, lifetime immunization records and a tuberculosis skin test (Mantoux). The New Jersey State Department of Health requires most students to provide documentation of one measles, mumps and rubella vaccination (MMR) and a second measles vaccination. Documentation of a completed Hepatitis B series is also required prior to FDU entrance. Immunization with the meningitis vaccine is strongly recommended and is now a mandatory requirement of the New Jersey State Department of Health for all students new to the residence halls. Refer to the SHS Metro link on the FDU Web site for further information.

Student health services are strictly confidential, and students' records are not part of their academic records.

Ann Mahan, RN, APN,C, Nurse Practitioner/Director

Joan Cann, MSN, RN, BC, Assistant Director

Ann Marie Matesic, Office Coordinator

Location: Student Union Building

Office Hours: Monday–Friday, 9 a.m.–5 p.m.

Nursing Hours: Monday–Friday, 10 a.m.–noon and 2–4 p.m.

Phone: (201) 692-2437

Fax: (201) 692-2642